

BOARD OF COMMISSIONERS MEETING  
June 24, 2015  
MINUTES

The Board of Commissioners for Rockville Housing Enterprises met in Regular Session on June 24, 2015 at David Scull Community Center 1200 First Street, Rockville MD 20850.

PRESENT

Chair Rae Canizares  
Vice Chair Henry Battle  
Commissioner Edward Duffy  
Commissioner Steve Marr

IN ATTENDANCE

Executive Director Jessica Anderson  
Ms. Meta Lim, Manager of Assisted Housing Program  
Ms. Shenita King, Manager of Accounting and Finance  
Ms. Erin Wilson, COR Liaison  
Ms. Mary E Jones, Clerk

6:30 PM Call to Order:

Chair Rae Canizares called the meeting of Rockville Housing Enterprises to order.

6:31 PM CONSENT ITEMS:

Chair Canizares noted that the first item on the agenda was the approval of the minutes for the Regular Session Meeting of Rockville Housing Enterprises May 27, 2015. Commissioner Edward Duffy offered a motion to approve the minutes for May 27, 2015. Commissioner Henry Battle offered a second. All present voted aye.

6:40 PM CITIZENS FORUM:

There were no Citizens present asking to address the Commissioners at this time.

6:41 PM INFORMATION EXCHANGE:

Executive Director's Report

- Participated in the monthly Fireside Park Owner's meeting on May 20, 2015 with Humphry Management.
- The CDBG file audit review was completed with no findings
- RELP One file audit review was conducted by HOC on June 17, 2015
- A workshop was held in conjunction with the Amerigroup presenting dental hygiene information.
- Montgomery County DHHS sponsored a Workshop on Credit, May 2, 2015.
- Employment Preparation workshop was held May 30, 2015.
- The addition of two new employees occurred in May.

- Request for Proposals (RFP) were issued for Homeownership Counseling, Legal Services, RAD part time Project Management, and IT services. Coordination calls with the RADHUD Transaction Manager are scheduled for the week ending June 19, 2015. Before next Board meeting the proposals for legal services will have been reviewed.
- The final audits have been received for RHE and RELPOne.
- Fireside draft audit report was issued on June 17, 2015.
- The process to secure HUDLOCCS administrative rights for the Board Chair continues.

Commissioner Marr asked what caused the hold up on the procedure to change the Authorizing Official in the HUD Financial system that allows RHE to access HUD funding. It was explained by the Director that HUD processing is slow. This was just the HUD processing delays taking time for finalizations. We are now caught up with allocations from HUD.

7:45 CITY OF ROCKVILLE REPORTS: Erin Wilson  
CDBG Applications are due August 14, 2015.

#### 7:50 ACTION & DISCUSSION ITEMS:

Financial Statement review was presented for the Public Housing, Housing Choice Voucher Program, Mod Rehab Program, RELP One, RHE Properties and RHE Corp. The Tenant Accounts Receivable (TAR) for Public Housing was discussed briefly. The amount for May was \$6,775.62 for current residents. Twenty-nine summons for the month of May. The TAR amount for RELP One for May was \$10,236.65. At the close of the month it was reduced to \$2,894.00. Commissioner Duffy remarked that the delinquency in RELP One is about 25%. This amount is for current residents.

Director Anderson reviewed the Financial Reports with the Commissioners. Commissioner Duffy asked about the Mod Rehab property and if there had been any information about the intentions to sell the property.

Legacy at Lincoln Park properties has had two properties foreclosed recently. One of the foreclosed properties has an RHE 2<sup>nd</sup> trust in the amount of \$85,780. A property at Legacy at Lincoln Park is on the market for rent. The asking rent is \$2500.00.

#### PUBLIC HEARING FOR ANNUAL PLAN

Director Anderson presented the Annual Plan along with attachments and the Audit Reports on a slide program and also mentioned that the full documents were available for anyone wishing to take them.

#### 8:55 ADJOURN:

Having no further business to come before the Board, Chair Canizares called for the meeting to adjourn. Commissioner Steve Marr offered a motion to adjourn. Commissioner Edward Duffy offered a second. All voted aye.